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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010012-2

**CONFIDENTIAL**

21 January 1955

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Activity Report for the Week Ending 21 January 1955

1. General:

a. [REDACTED] Support - (continued item)

As a result of meetings conducted during the week with the DD/A and representatives from the interested components of DD/P, this Office is preparing a summary of the problems and difficulties which presently exist in the operation of the CIA base [REDACTED]

This summary will include recommendations for corrective action and will indicate the staff element which should be charged with the initiation of corrective measures.

b. Merger of CGA/DD/P Functions with the DD/A - (new and continued item)

The Logistics Committee appointed by the DD/A, as a result of several meetings held, has finalized the initial measures to be placed into effect so that the logistics functions presently performed by Chief of Administration, DD/P may be transferred to this Office in a uniform manner. These recommendations were transmitted to the DD/A on 21 January 1955.

c. DCI Move - (continued item)

Plastering, installation of tile, plumbing, and electrical service has been completed in the DCI kitchen and dining space. Efforts are being made to assure completion of all alterations affecting DCI occupancy by 31 March 1955.

2. Projects and Studies in Process

a. Report of Audit-[REDACTED] - (continued item)

The Director of Training has concurred in the recommendations pertaining to corrective action required in logistics functions

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No Change in Class. ☐

☐ Declassified

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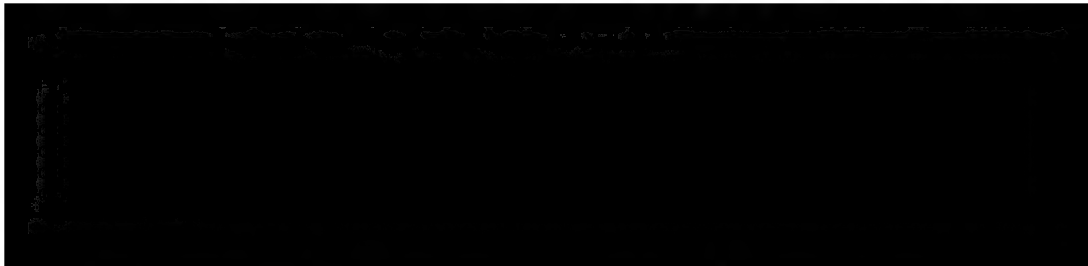
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performed [REDACTED] and has submitted a memorandum to the Auditor-in-Chief indicating action to be taken on these recommendations. The Logistics Office proposes to conduct periodic inspections of the logistics activities [REDACTED] to render assistance wherever possible and to assure compliance with logistics recommendations made by the Auditor-in-Chief.

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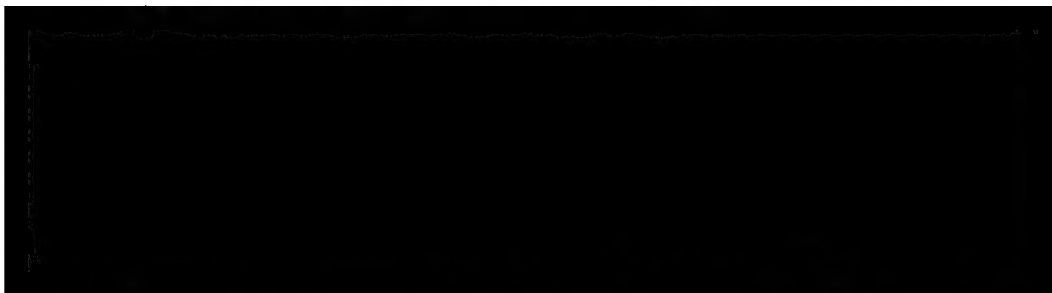
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c. Material Reserve Estimate Group - (continued item)

Proposed relocation of assets has been delayed pending the outcome of survey by the Material Reserve Estimate Group. Concepts for guidance in compiling material reserve estimates and delineation of responsibilities to be delegated to Agency elements in the compilation of material reserve have been investigated in detail. These concepts will be included in recommendations made at the completion of the survey on proposed relocation of assets.

3. Administration

a. Agency Regulations - (continued item)



Headquarters Controlled Projects, was forwarded to the Regulations Control Staff for formal coordination.

4. Supply Division



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b. Strategic Reserve Requirements - (continued item)

A complete review and analysis of strategic reserve requirements is in process. This study is being conducted in collaboration with the DD/P elements concerned and it is anticipated that complete results will be available on or about 15 April 1955.

c. Requirements Forecasts - (continued item)

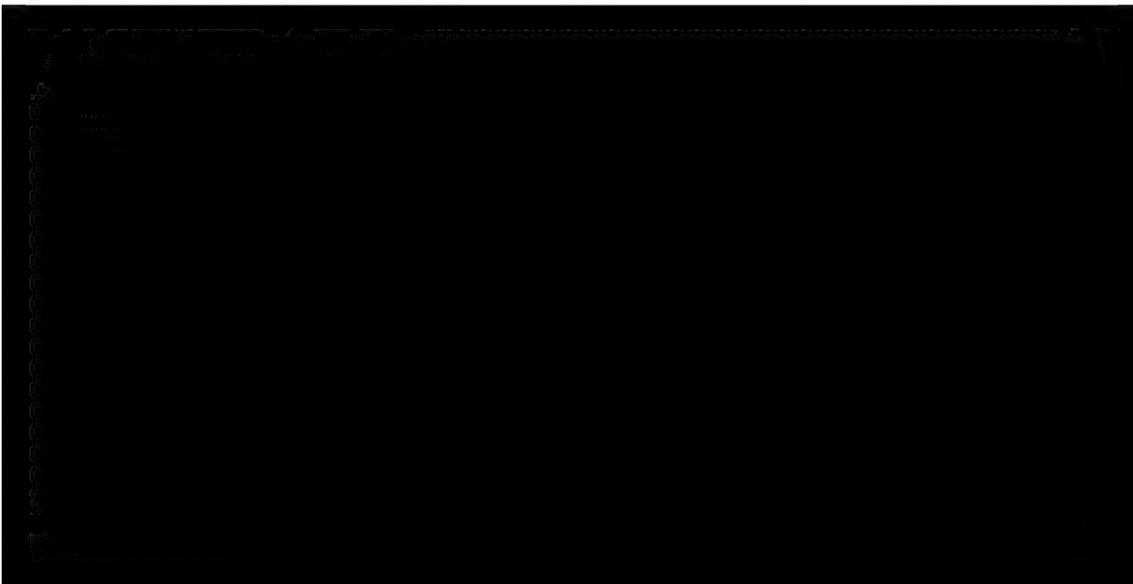
Forecasts of requirements FY 56 and 57 have been received from most area divisions and other components of the Agency. Indications are that requirements forecasts from all DD/P elements will be made available to Logistics Office within the next month.

5. Transportation Division

a. Air Shipments - (continued item)

Nineteen (19) air shipments weighing a total of 6,805 pounds were made to six (6) overseas areas during the past week.

6. Procurement Division



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the [REDACTED] and the field has been requested to prepare and transmit cost estimates covering furniture and furnishings. Follow-up will be made when this information is available.

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b. Construction Program-- [REDACTED] (continued item)

25X1A

A summary report has been prepared for the DD/A which reflects the status of all requested construction at this site.

c. [REDACTED] (continued item)

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Final arrangements have been made for a technical representative to conduct the final inspection of the construction work [REDACTED]. It is anticipated that this acceptance inspection will be conducted in early March.

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[REDACTED]

*for* JAMES A. GARRISON  
Chief of Logistics

LO/TR&P/ARL:hhl (21 January 1955)

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